

**Lower School Grades 1-4  
2010-2011 School Year  
LUNCH PROGRAM POLICIES**

**Please read the following information. It will help explain commonly asked questions and give insight into the lunch program policies.**

***Please note: Enrollment is final. Cash/Check refunds will not be issued. ENROLLMENT IS NOT FINAL UNTIL BOTH PAYMENT AND THE ENROLLMENT FORM ARE RECEIVED.***

Middle school and upper school hot lunch will be served in the 'Student Pavilion'. Pre-paid hot lunch includes the main entrée, salad bar, whole fresh fruit, side dish, and a beverage. Your child will be able to choose a fruit drink or filtered water. Salad bar is self-serve and is included in the cost for prepaid students. Salad bar is available for second helpings for these students. Students are served a certain amount of ounces per item, this is sufficient for most children. The lower campus hot lunch service is available for \$ 4.50 per child and can be pre-paid at the beginning of the year. Students are not allowed to purchase a lunch with cash. Please plan accordingly.

**How to enroll**

Your child can select a specific day(s) or pre pay for the entire week. Prices can be determined on the cost sheet. Please check our menu for the days that will best serve your child. A discount is offered if both payment and the lunch enrollment form are received before July 15<sup>th</sup>. To receive this discount, mail must be postmarked by July 15th. The discount only applies to students signing up for the entire week. Sibling discounts are available. Contact Callie Escobedo to find out the current year's rate. We accept late enrollment. *If the school year has already begun, please allow up to 10 days for our staff to respond to add your child to enrollment. Students enrolling late must bring in cash until their account is activated. This is due to a high volume of calls in August and September.* Thank you in advance for your patience.

**Payments:**

Payments are accepted 3 different ways. By check, credit card, or PayPal. If paying by check, you may mail in a check to our business address and must include the completed enrollment form. If paying by credit card, fill out the appropriate credit card form and attach the completed enrollment form. This credit card option is most convenient if it is faxed to our office. If paying by PayPal, visit our website and carefully choose your students grade and option. This form of payment is not complete until an enrollment form is mailed, emailed, or faxed to our business. All accounts that are missing either part, enrollment form or payment are not completely processed and are placed on hold. All faxes sent to our business office are secure and sent to a locked office.

**Absences & '09-'10 Credits**

Absences must be emailed to assure proper credit. Please include child's name, grade and date of absences in memo line or the student can simply let the cashier know about the absence and it will be written on your child's account. We do not keep a log of student absences. It is also NOT the LJCDS faculty's responsibility to report your child missing lunch on a certain day due to a sickness, religious holiday, field trip, class party, or doctor's appointment. To make matters simple, please email us and give your name, your child's name, grade, and reason for absence. We will be happy to apply the credit towards a day that they are not signed up for or apply the absence to the following years lunches. Late emails are accepted up to two months past an absence, excluding May, we must receive all absences in ample time to process all new enrollment forms for the following year. However, students participating in a special lunch or field trip that we are unaware of in advance will not be issued a credit, this is due to the amount of food that is prepared and thrown out. Please give us at least two days notice for these special events. When we miss a whole grade without notice, food is wasted. If you participated in the lunch program the previous year, you will receive any available credits that may be applied to the upcoming school year. These credits are only available to those who emailed or called in their children's absences in advance and are added to our absence roster. If your child is expelled during the year they will forfeit their lunch account. We will allow you to apply the remaining balance to another student's account of your choice if desired.

**I.O.U'S**

We understand that sometimes lunch money gets misplaced and forgotten at home. **The best way to avoid this situation is by taking advantage of the pre-paid service.** Students with IOU's that exceed \$25 will not be issued any further IOU's. This is looked at as taking advantage of our system.

**We ask your cooperation to pay back your I.O.U as soon as possible, preferably by the next school day, this is not a credit system, simply a courtesy towards your child. I.O.U's that are left unpaid will be submitted to the business office here on campus or sent to a collections agency.** We will not accept any I.O.U's the last month of the school year. We appreciate your cooperation. We encourage all students to take advantage of the pre paid system. There is a separate program for credit. This is when the parent/guardian pays in

advance. We highly recommend this to students that acquired a significant amount of I.O.U's this last year. I.O.U's will be given to any children that forgot their lunch or lunch money. We have a policy that "No child is turned away". This is being implemented because our IOU system had been abused this past year, with several students utilizing this system as a "Credit System".

#### **Alternative Menu Choices**

Alternative choices will be available. Not all alternative choices are available each day. We will try our best to stay stocked. Alternatives for Lower Campus must be faxed a minimum of 2 business days prior to the requested day. Requests are accepted only through fax using the current month calendar menu indicating the alternative choice. The students name and grade must be included on your request as well as the return fax number. Without a return fax number we are unable to contact you when your fax is not readable. Thank you. Do not email your choices, there is often a miscommunication regarding the specific date.

#### **Special Diets**

We are unable to accommodate the Gluten-Free diet at this time. Please note: we are unable to guarantee that your child will not choose these items that they are allergic to. We stress that your child be aware of their restrictions. However, we are highly aware of the seriousness of peanut allergies and shellfish, and for this reason, the only product we carry inside the Lunch Room that contains peanut products is the Peanut Butter and Jelly Sandwich and there are no products that are prepared that contain shellfish. \*\*We do not use peanut oil or any type of nut oil.

#### **Financial Hardship**

Students that are in financial situations and cannot afford lunch should contact Callie Escobedo, the lunch program director. Financial hardship statements will be confirmed with the financial office here on campus. Incomes that are considered are comparable to those that receive free or reduced lunches in the public school system. These incomes are considered low income in the general population. For consideration for a reduced lunch fee you may be required to provide a copy of your latest tax return indicating your income. This is only offered to students who cannot afford the lunch and cannot afford to bring their own lunch.

#### **Going Green**

California Catering and LJCDS are working together to eliminate the amount of waste provided by our snacks and lunches. **If you are interested in sponsoring biodegradable products please contact our office.**

#### **Vending machines**

please remember that our company does not provide the vending machine service here on campus. In addition, we do not condone the food that is sold in the vending machine for meal time. For questions and concerns regarding the content please notify the LJCDS office. We encourage parents to sign up for the lunch credit. This will eliminate students from purchasing candy and other items that are not healthy.

**CALIFORNIA CATERING CO.- Food service at LJCDS**

Mailing addresses: **P.O. Box 502485 San Diego, CA 92150**

[www.calcatering.com](http://www.calcatering.com)

Email questions and concerns to: [californiacatering@sbcglobal.net](mailto:californiacatering@sbcglobal.net)